



# Town of Red River

E505 Cty. Rd. S  
Luxemburg, WI 54217

## Mailing Address

Town of Red River – Zoning  
Admin.  
C/O – Jay Lax  
E1701 County Rd X  
Luxemburg, WI 54217  
Ph. 920-676-3747

## **PETITION TO TOWN OF RED RIVER**

**Petitioner Full Name (Property Owner):**

**Mailing Address:**

**Telephone No.:**

**City:**

**State:**

**Zip Code:**

**Email Address:**

**HEREBY PETITION THE TOWN OF RED RIVER FOR:**

**Variance: Rezoning: Conditional Use Permit: Other:**

(Please describe in detail the nature of the petition, referencing the appropriate Town of Red River Ordinance and section involved in this petition and what the petitioner is proposing.)

**Petitioners existing circumstances:**

**Petitioner is requesting:**

(attach additional pages of explanation if needed)

### **LOCATION:**

The description of the property involved in this petition is located at:

**Address:**

**Legal Description:**

**Parcel Number:**

**Zoning District:**

**Lot Size:**

**Existing use of Structure or Land in question:**



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### **REQUIRED ATTACHEMENTS:**

1. A site plan (see section 10.160.3 Petitions) indicating lot size, size of buildings and docks, distances between buildings and the centerlines of all abutting roads, ordinary high-water mark, lot lines (identify lot markers), the sanitary waste disposal system and well. If a survey is available, please submit the survey. A Certified Survey Map (CSM) is required.
2. Building plans of the proposed project, including floor plans and elevations views. (Plan submitted with this petition will be the only plans reviewed by the Board being petitioned. A Change in plans may warrant a new petition, fee and public hearing.)
3. A statement that neither the petitioner nor any person still having an interest in the property caused the “hardship” that requires a variance/rezoning.
4. A non-refundable fee payment (**see Town’s Schedule for Costs**) to defray the costs of publishing the legal notice and mailing to all interested parties; an initial fee (**see Town’s Schedule for Costs**) is required for preliminary engineering review of subdivision plat. Payments made payable to TOWN OF RED RIVER.
5. **Forms needed to Short Term Rental Conditional Use Permit:**
  - a. State of Wisconsin License for a tourist rooming house as defined in Wis. Stat. 97.01 (15k).
  - b. A Copy of a Completed State of Wisconsin Lodging Establishment Inspection report dated within one (1) year of the date of the license application to the Town.
  - c. Proof of homeowner’s liability or business liability insurance.
  - d. Seller’s permit from the State of Wisconsin Department of Revenue, if required.
  - e. Floor plan and requested maximum occupancy.
  - f. Site plan showing the location of buildings and on-site and off-street parking areas designated for tenants and invitees.
  - g. A Property Management Agreement, if applicable, with the property managers contact information

### **PROPERTY OWNERS ADJOINING & WITHIN 500 FEET OF PROPOSED ACTIVITY**

**See Attached (word document)**



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### **AUTHORIZATION FOR INSPECTION:**

I hereby authorize the members of the Town Board, Town of Red River Planning Commission, Town of Red River Board of Adjustments and the Zoning Administrator to enter upon the premises for which the petition is made at any reasonable time for all purposes of inspection related to this petition.

AND

I hereby certify that all the above statements and attachments submitted hereto are true and correct to the best of my knowledge and belief. I have read and understand the zoning and/or variance information from Chapter 10 Zoning Ordinance that pertains to this petition.

**SIGNATURE OF PETITIONER OR AGENT:**

**DATE:**

**For Office Use Only:**

Fee:                      Date Paid:                      Check #:

HEARING DATE(S):

Hearing Advertised Dates:

Decision/Conditions:

	<b>Approved/Denied</b>	<b>Signature</b>	<b>Date</b>
Chairman Plan Commission:	_____	_____	_____
Chairman Board of Adjustments:	_____	_____	_____
Chairman Town Board:	_____	_____	_____
Supervisor Town Board:	_____	_____	_____
Supervisor Town Board:	_____	_____	_____